

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Desert Star Academy, Inc.

CTDS:
08-87-05-000

Mailing Address:
5635 Hwy 95
Suite B
Fort Mohave, AZ 86426
> [View detailed info](#)

Representative

Name:
Margie Montgomery

Phone Number:

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Procurement Laws Exception

Please Note

Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

Attachments

Board Minutes —  [Download File](#)

Complete policy for procuring goods and services —  [Download File](#)

Additional Information*

No documents were uploaded.

Signatures

Charter Representative Signature
Margie Montgomery 07/23/2015

Desert Star Academy Procurement Policy

Procurement Policy

Desert Star Academy charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Desert Star Academy charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Desert Star Academy charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

USFRCS Exception Amendment Request

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USFRCS Exception

All exceptions to the USFRCS will include:

Charter Holder must utilize Generally Accepted Accounting Principles

The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board of Charter Schools, the Auditor General, and the Arizona Department of Education

The Charter Holder is responsible for any "cross-walks" necessary to complete reporting requirements.

Attachments

Board Minutes –  [Download File](#)

Complete policy for accounting –  [Download File](#)

Additional Information*

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Signatures

Charter Representative Signature
Margie Montgomery 07/23/2015

Desert Star Academy Accounting Policy

Accounting Policy

Desert Star Academy charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools (USFRCS) for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

Board Minutes

Desert Star Academy

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice is hereby given to the members of the Desert Star Academy and to the general public that the Board will hold a meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. One or more members of the Board may participate in the meeting by telephonic or digital communications.

Pursuant to A.R.S. 38- 431.03 (H) the Board may discuss and take action concerning any matter listed on the agenda.

Pursuant to A.R.S. 38-431.03(A)(3) the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Margie Montgomery at (928)300-3207. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 27th day of September, 2014

TIME OF DAY: 3:00 PM

By _____
Margie Montgomery

Meeting location:

5635 Hwy 95

Fort Mohave, AZ 86426

Meeting Date:

September 24, 2014 5:30 p.m.

AGENDA

- I. Call to Order
President Margie Montgomery called the meeting to order at 5:30 p.m.
- II. Roll Call
Present: Margie Montgomery, Beth Dinkin, Frank Yanez (via telephone), Julia Goodwin, Rhonda Gold
- III. Read and approve meeting minutes
Margie passed out previous minutes, board members read them.
Rhonda Gold moved to accept minutes as read
Beth 2nd
Motion passes
- IV. Review Financial Statement
Margie passed out financial statement and reviewed with members.
Rhonda moved to accept financial report
Beth 2nd
Motion passed

V. Call to Public

Margie asked for call to public: no call to public

VI. Open Issued

- Margie reported: County Fair Field trip was a success. Approximately 14 parents/families attended. Scholars placed in the top six and other received Honorable Mention and participation awards.
- Parent Club: Will meet the first Wed of the month. At the Sept meeting formed safety committee, tax credit committee, reviewed the parent survey on the website and encouraged all parents to sign-on to the website and take it. Google calendar will be updated to include all new activities
- Clean-up Day
Margie reported it was a huge success!! 20 families attended and the alley looks great.

VII. New Issues

- Policy on teacher absence. Margie brought to the board attention that a teacher absence policy must be voted on. Teachers will have 10 personal days per year, going substitute rate is \$120.00 per day and Academy would pay sub each day worked. She outline three options
 1. Teacher must use or lose 5 days per year and carry over 5 days to the next year. Only 5 days may be carried over.
 2. Use or lose 10 days per year. Not allowed to carry over any days
 3. Teacher would be paid out at the end of the year any days not taken at a rate of \$120.00 per day. Incentive to not call in. Desert Star Academy would pay for sub at \$120.00 per day and deduct from the total at the end of the year.

Rhonda moved to accept option 3 giving teachers and give teachers an incentive to not call in.

Beth 2nd the motion

Motion carried.

- Margie informed board that a policy needs to be developed on when 301 money would be distributed. The bonus money will be for performance pay based on scholar academic growth on Galileo assessment and a partial contribution from unit assessment. Margie informed board that money can be distributed as the boards discretion so long as the teacher meets the requirements as written in the teacher handbook. Margie suggested that one districts distributes at the end of the year while two other area districts distributes twice a year.

Rhonda moved to distribute twice a year, once at the end of November and the second at the end of the school year.

Beth 2nd the motion

Motion carried

Procurement Policy—see attached

Margie read board members the proposed procurement policy. There were no questions.

Rhonda moved to adopt the policy

Julia 2nd

Motion carried

Accounting Policy—see attached

Margie read board the policy as written. There were no questions

Julia moved to accept policy

Rhonda 2nd.

Motion carried

- Carnival
Margie detailed the action plans for the carnival and listed the events that will be taking place. Parent group and scholar council will be having booths.
No action was required
- Rhonda informed the board that the parent group would be hosting a teacher appreciation lunch once a quarter. Many parents signed up to bring food on Wed, Oct. 8
- Rhonda suggested giving all staff members a Christmas bonus. She stated all teacher spends so much of their own money on classroom projects and extra time on lessons that she wanted to show appreciation. All members agreed. \$500.00 was suggested
Beth moved to present each staff member with a bonus of \$500.00 from maintenance and operation fund
Rhonda 2nd
Motion carried

VIII. Adjournment

- Beth moved to adjourn the meeting
- Rhonda 2nd
- Motion passed

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